

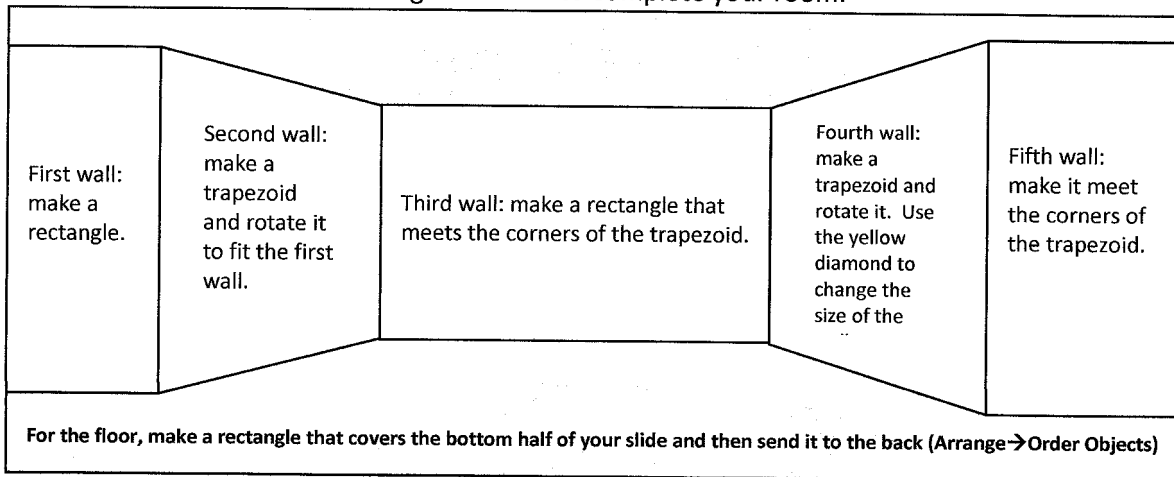
## Building a Room in PowerPoint 2003

Before you begin, familiarize yourself with the following parts of the toolbar:

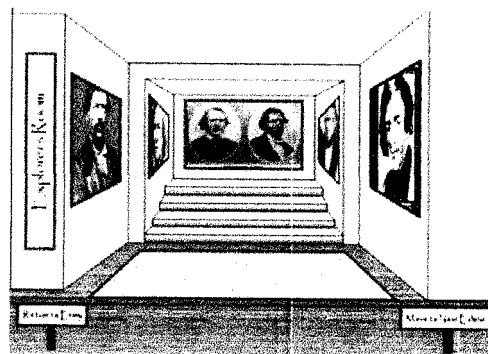
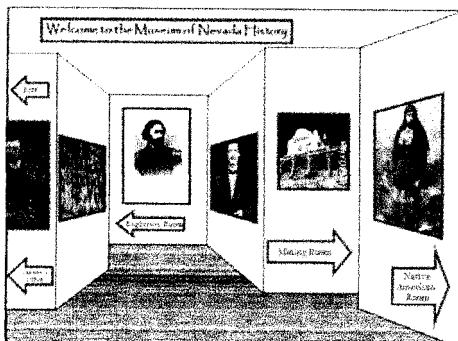
- You will be using the Draw Toolbar throughout this activity. This toolbar isn't displayed by default so if it isn't visible at the bottom of your window you will need to make it visible.
- On the Menu Bar at the top of the screen, click on the View Menu → Scroll down to the Toolbar Option → Click on the Drawing Toolbar. Make sure it is checked before you close.
- The menu may show up in the middle of your screen or at the top or the bottom. Click on the Toolbar and then drag it to the bottom of your screen so that it drops and aligns below your working area.
- In the Drawing toolbar, study the options under Arrange. Here you can Order, Group, or Position objects. Study the options under Shape Fill, Shape Outline, and Shape Effects. (NOTE: You must have a shape selected for these options to be available.)

How to create a room in perspective:

1. Make a new blank slide. (Insert Menu → New Slide → (Format Menu) → Slide Design. Use the menu on the left to select a "Blank" slide.
2. (View Menu) → Make sure the Drawing Toolbar is checked.
3. In the Drawing Toolbar select AutoShapes → Rectangle and draw a large rectangle on the left side of the slide.
4. Select AutoShapes → Trapezoid and draw a trapezoid on your slide. The trapezoid will NOT be facing the right way. You can rotate it by moving the green circle or by clicking on the Draw Drop Down Menu in the Draw Toolbar → Align or Distribute option.
5. Stretch the trapezoid so that it touches the top and bottom edges of your first wall. By moving the yellow diamond, you can change the height of the wall.
6. Follow the directions in the diagram below to complete your room.



7. Right click on the Shape and click on the Format AutoShapes → Color and Lines to change the fill color and/or line color. Try using "Gradients" on this pull down menu to give the effect of lights and shadows in your room.
8. Fill the floor with a texture (Format AutoShapes → Color and Lines → Texture)
9. If you complete one room, try making another. You can get pretty complex, as you can see.



## **Building a virtual room in Power Point (2003)**

To choose type of slide

Format > Slide Layout > (choose style on right column)

To add shapes and lines

Bottom Toolbar: AutoShapes > Basic Shapes > (choose shape, then click/drag on slide)

To change colors of shapes/lines

Bottom Toolbar: Paint Can > (select color)

To change color (or remove) outline of shapes

Bottom Toolbar: Paint Brush > “no line” or choose color

To insert pictures from a file:

Insert > Pictures > From File

To insert pictures from the web

1. Click on image on web
2. Control / C (to copy)
3. Control / V (to paste) on slide
4. Note: Always be sensitive to others' image copyrights. URL's are to be credited to all images used.

To add text

Insert > Textbox

To rotate shape or textbox

1. Click on shape or textbox
2. Click and drag green rotating button

To hyperlink to another slide

1. Click on the object/word/icon you wish to have the hyperlink
2. Insert > Hyperlink > (choose “Place in This Document”) on left column
3. Select slide
4. OK
5. Hint: Always have a way to get back to your home slide. Repeat this process for a “back” icon on the slide you first go to.

## Hanging Paintings in Your Museum (PPT 2003)

### STEP ONE: Locate the right tools

1. Shapes: Drawing Toolbar→AutoShapes
2. Shape Fill (looks like a paint bucket): Drawing Toolbar → Fill

### STEP TWO: Insert Paintings onto rectangular walls

1. Draw a rectangle, circle, oval, or other shape and place in onto the rectangular wall.
2. Locate the "Fill" on the toolbar.
3. Select "Fill Effects" and then choose "picture."
4. Locate your folder full of pictures and select the one you want to use. Click "Insert."
5. Repeat these steps for all pictures going on rectangular walls.

### STEP THREE: Inserting paintings onto trapezoidal walls

1. Draw a trapezoid and place it onto a trapezoidal wall. Rotate it so that it fits.
2. Using the handles and the yellow diamond, resize the trapezoid so that the perspective is correct.
3. Locate the "Fill" Bucket on the toolbar.
4. Select "Fill Effects" and then choose the "Picture" Tab.
5. Locate your picture and select the one you want to use. Make sure to UNCHECK the "Rotate Fill Effect With Shape" before you insert your picture. Click "Insert."
6. Click OK and repeat all steps for each trapezoidal wall.

